



UNITED STATES AIR FORCES IN EUROPE

(USAFE)

Supplement 1

8 JANUARY 1999

Health Services

**OBTAINING ALTERNATIVE MEDICAL AND
DENTAL CARE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supplement AFI 41-101, 1 April 1996, as follows:

This supplement applies to US Air Forces in Europe (USAFE) units. It does not apply to US Air Force Reserve and Air National Guard Units.

SUMMARY OF REVISIONS

This supplement deletes USAFE Form 234, **Medical Care Received from Civilian Sources**, identifies parameters for receiving civilian care at geographical separated units (GSU) and embassies (paragraph 2.3.1.); updates approving claim officials (paragraph 3.5.3.); changes the financial reporting parameters for single catastrophic medical cases (paragraph 3.9.3.); and deletes monthly emergency medical care reports. Material is substantially changed from the previous edition and should be reviewed in its entirety.

2.3.1. Active duty members assigned to a GSU or embassy may receive primary medical and dental care for up to \$500 from local civilian providers and facilities. Coordinate and seek approval for approve care expected to exceed \$500 with the supporting medical treatment facility (MTF) to determine the most effective source.

3.1.1. The closest Air Force MTF normally will process and pay VA or civilian emergency medical claims, including GSU primary and emergent care. Attachment 3 (Added) details processing procedures for emergency medical claims for MTFs and GSUs, including primary care for GSUs.

3.1.3. Supporting MTFs are accountable for tracking, processing, and analyzing emergency medical and dental claims in their AOR. MTFs may designate GSUs with health benefit advisors and embassies with support staff the authority to process OCONUS medical claims directly to the fiscal intermediary. The host MTF still retains overall management and accountability of the program. For those GSUs or embassies lacking adequate administrative support, the host MTF is required to process all claims.

3.1.3.1. (Added) The Command Surgeon's Financial Management Branch (HQ USAFE/SGSR) will establish an annual target for emergency medical and dental claims for each MTF. MTFs will not have direct control over the funds; however, they will continue to exercise a financial interest in the management of the program.

3.1.3.2. (Added) HQ USAFE/SGSR will establish MTF targets each fiscal year after initial validation with Air Staff (HQ USAF/SGMC).

3.1.3.3. (Added) MTFs should analyze the Wisconsin Physician Services Foreign Active Claims Spreadsheet on a monthly basis, located at website <http://sg.usafe.af.mil>. To access the spreadsheet click *Group*, and then click *SGSR-financial management*.

3.2.1.2. Approval and Payment Process. MTFs are exempt from the claims pricing requirement as stated in the *Supplemental Health Care Program, CHAMPUS Manual, Volume II, Chapter 3, Section 6.6*.

3.5.1. The contracted fiscal intermediary ultimately will pay all approved OCONUS claims. The local accounting and finance office must process all CONUS claims by using a HQ USAFE/SGSR fund cite. Request the fund cite from HQ USAFE/SGSR by making notification of a claim to include patient's name, social security number, date of incidence, diagnosis, and total expenditure.

3.5.1.2. (Added) Notify HQ USAFE/SGSR of each subsequent CONUS claim to include patient's name, social security account number, date of incident, and total expenditure.

3.5.3. The following individuals are authorized to approve payment of civilian medical and dental care claims.

3.5.3.1. For Supporting MTFs: flight commander, business operations; flight commander, medical resource management; flight commander, TRICARE; medical support commander; hospital or clinic administrator; or director, base medical services.

3.5.3.2. For other MTFs, medical aid stations, embassies, and GSUs: director, base medical services; medical support commander; or local commander.

3.9.3. Unusual or Difficult Cases. In the event of a catastrophic case for single episodes of medical care exceeding \$30,000, submit notification to HQ USAFE/SGSR.

References

AFI 41-101, *Obtaining Alternative Medical and Dental Care*

Supplemental Health Care Program, CHAMPUS Manual, Volume II

Acronyms

AOR—area of responsibility

GSU—geographically separated unit

MTF—military treatment facility

Attachment 3 (Added)

PROCESSING CLAIMS FOR MTF AND GSUS

Figure A3.1. Claims Process Part 1 (Zoom to 150% to read).

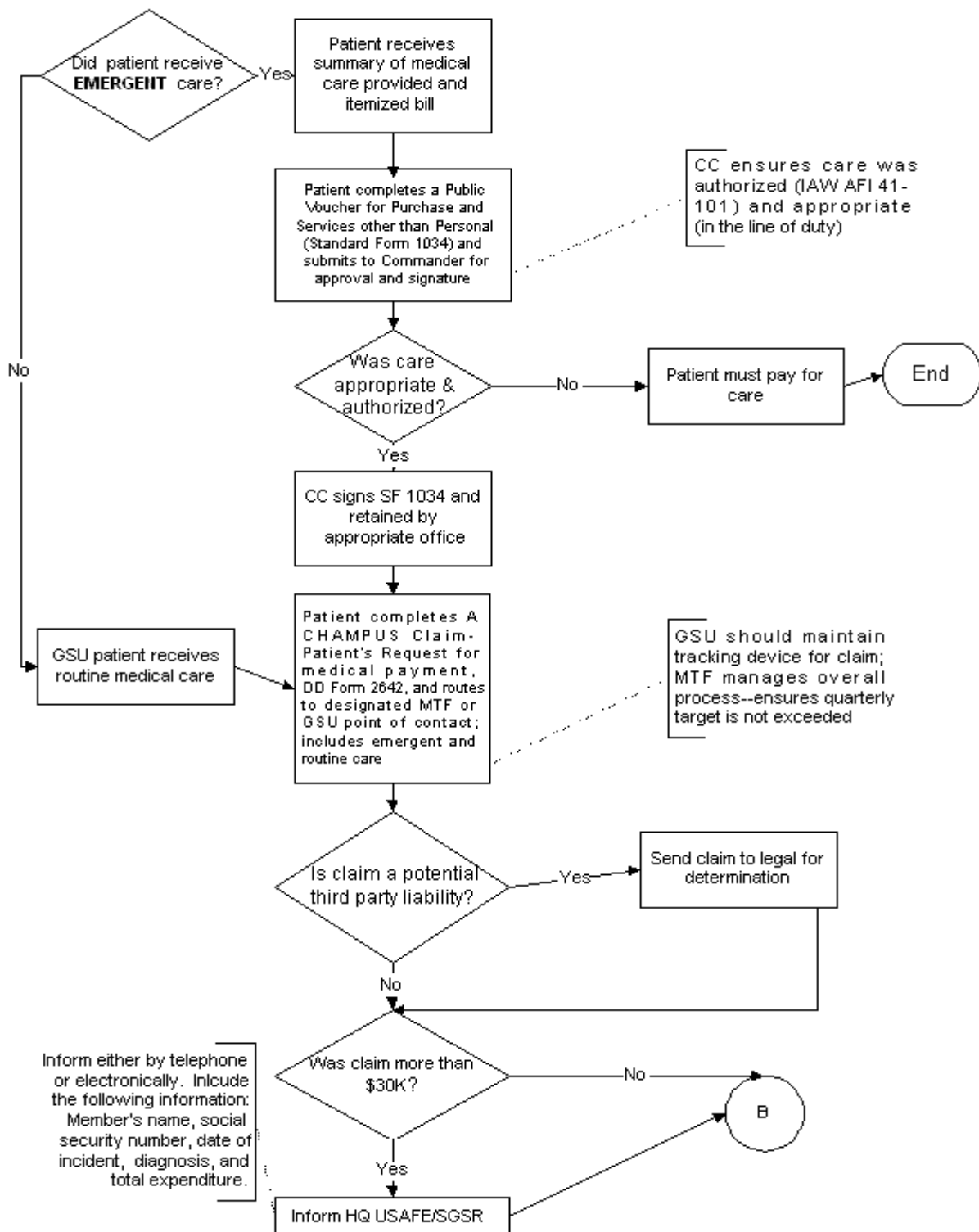
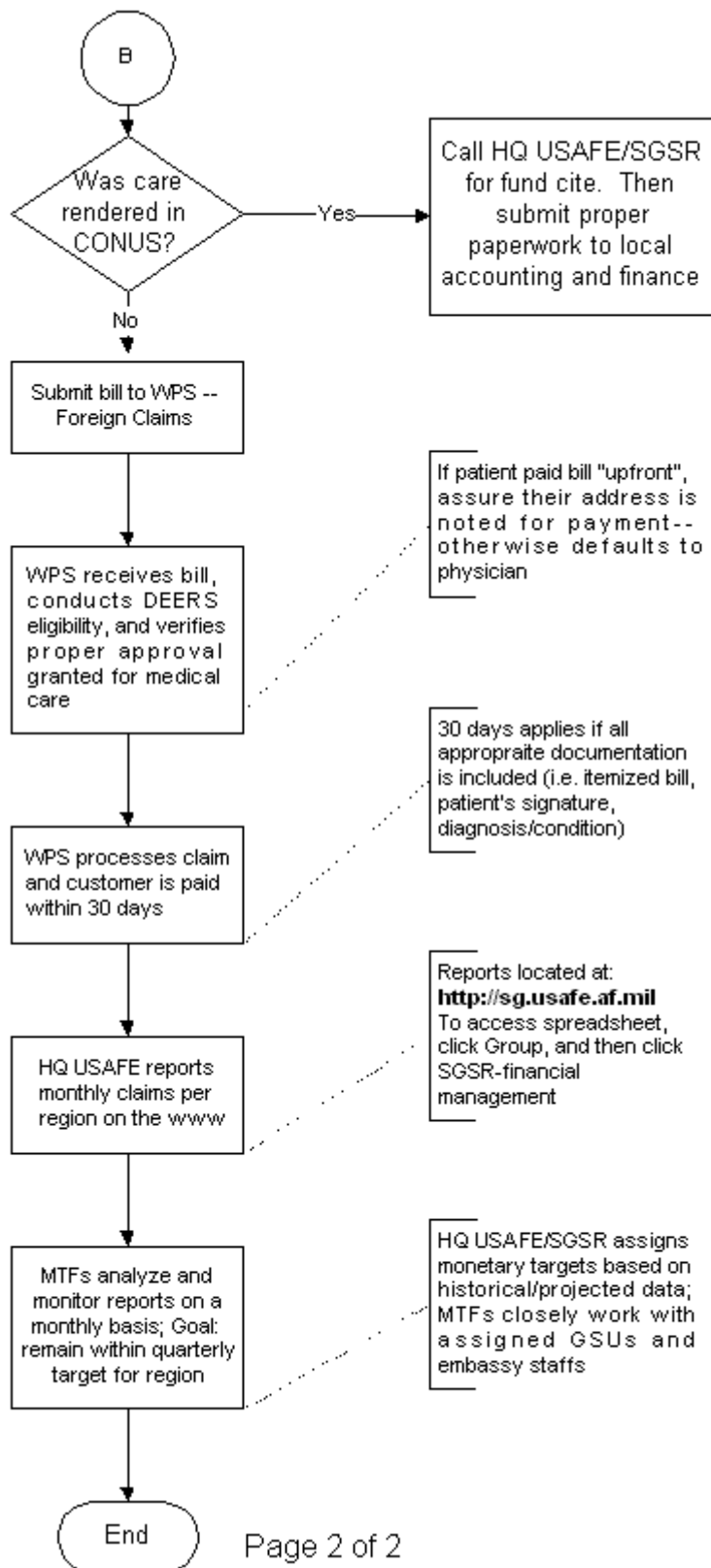


Figure A3.2. Claims Processing Part 2 (Zoom to 150% to read).



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